

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 2722 SW TOPEKA BLVD TOPEKA, KS 66611-1287	DATE 12 DEC 2017	ANNOUNCEMENT NO. 14-2018
OPEN TO CURRENT MEMBERS OF THE KANSAS AIR NATIONAL GUARD	APPLICATIONS WILL BE ACCEPTED UNTIL 27 DEC 2017, 1500 HRS	
MILITARY POSITION TITLE & NUMBER KNOWLEDGE OPERATIONS MANAGEMENT # 1L00457477	MIL AFSC & GRADE 3F571/MSGT	APPOINTMENT FACTORS See Below
LOCATION OF POSITION 190 TH MSG FORBES FLD, TOPEKA KS 66619	MINIMUM RANK TSGT	MAXIMUM RANK MSGT
SELECTING SUPERVISOR Col James Wehrli, MSG Commander, 785-861-4174, james.l.wehrli.mil@mail.mil		

AFSC SPECIALTY SUMMARY

Provides administrative support to Air Force, Department of Defense (DoD), and joint organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties. Related DoD Occupational Subgroups: 151000 and 155400.

AFSC DUTIES & RESPONSIBILITIES

Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, and meeting support. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.

Human Resources. Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events; manages recognition/special ceremonies, schedules event locations, coordinates gifts, and manages guest lists.

Postal and Official Mail. Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.

QUALIFICATIONS

1. Applicant must meet all requirements of ANGI 36-101.
2. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
3. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.

4. Military grade will not exceed the maximum authorized grade on the unit manning document.
5. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
6. Knowledge. Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures.
7. Education. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Courses in business, English composition, computer software, and keyboarding are desirable.
8. Training. For award of AFSC 3F531, completion of Administration initial skills course is mandatory (until this course is available, the Knowledge Operations Management course will be used).
9. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
11. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD
 - a. Must be able to lift more than 70 LBS
 - b. ASVAB requirements: A ≥ 47
 - c. PULHES: 222222

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 190 Force Support Squadron, ATTN: Full Time Manning, 5920 SE Coyote Drive, Forbes Field, Topeka, KS 66619 or email your application to usaf.ks.190-arw.mbx.agr-applications@mail.mil.

Applications will include:

- 1. Recent Report of Individual Fitness from the Air Force Fitness Management System (AFFMS)**
- 2. Signed NGB Form 34-1, Application for Active Guard Reserve (AGR) Position**
- 3. Record Review RIP (from vMPF)**

NOTE:

1. *Failure to provide all the required documents will result in application being returned without further action.*
2. *Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
3. *If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SSgt Paula Conley, 190 FSS/FTM, DSN: 720-4153, COMM: 785-861-4153.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.